

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DOG WARDEN**

Jurisdictional Class: **Competitive - Full-time; Non-Competitive, p.t. & under 5,000 pop.**

Date Adopted: **Unknown**

Date Revised: **11/13/01; 3/1/02**

Jurisdictions: **Towns**

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**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for carrying out the provisions of the Agriculture and Markets Law dealing with the seizing, impounding and destroying, privately, of stray and dangerous dogs. The work is performed under the direction of the Town Board with wide leeway for the exercise of independent judgment in the handling of individual cases or complaints. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Seizes and impounds stray and dangerous dogs;

Destroys or transfers unclaimed and dangerous dogs in accordance with provisions of law;

Acknowledges dog complaints, investigates and takes appropriate action using the state statutes and county, city, town or village ordinances and laws as a guide;

If seized dogs are sick, injured or diseased, transports to appropriate location for medical treatment;

Attempts to locate owners of seized dogs;

Maintains records of work performed and makes reports to the Town Board;

Prepares and maintains reports required by local and state laws;

Testifies in court proceedings in animal cruelty cases;

May be responsible for shelter services, such as feed, water and/or care;

May assist in taking action in the prosecution of violators of laws pertaining to dogs;

May assist in finding suitable homes for unwanted or unredeemed seized dogs;

May follow-up on all unlicensed dogs and enforce the licensing process according to the state regulations;

May requisition needed supplies and equipment through appropriate sources.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of laws and regulations dealing with the seizing, impounding and destroying of stray and dangerous dogs; good knowledge of local geography; ability to meet and deal with the public; resourcefulness; dependability; good judgment; ability to prepare and maintain required documents.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school or equivalent; **AND**

(B) Six (6) months experience with the maintenance of domesticated animals.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT)